

REQUEST FOR QUOTE WORKSHEET

This document may be utilized for a Request for Quote (RFQ) solicitation method. The use of this particular form is optional. A different method may be used to document the information discussed in sections A and B. This worksheet and instructions are intended to guide purchasing professionals through the RFQ process.

WORKSHEET INSTRUCTIONS:

SECTION A: Provide a brief description of the purchase for which an RFQ solicitation is being utilized.

SECTION B: The purchasing professional must make a reasonable effort to contact a minimum of three (3) viable vendors who, as a regular business practice, offer the goods or services being procured. If there are not three (3) viable vendors, this must be documented on this worksheet. For each contact made, the purchasing professional must provide the date of contact, as well as the vendor's name, address, phone number, and if available, email address. Vendors must provide the State with a written quote (fax, email, or letter) to be considered for award. This worksheet and all written quotes received must be and saved in the solicitation file.

SECTION A

SUMMARY OF PURCHASE

SECTION B

VENDOR # 1

NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NO.	E-MAIL ADDRESS		

VENDOR # 2

NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NO.	E-MAIL ADDRESS		

VENDOR # 3

NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NO.	E-MAIL ADDRESS		